



# Job Opportunity

## State Controller's Office

**Position:** Associate Management Auditor or Staff Management Auditor (Specialist) **Statewide**

**Location:** Executive Office  
300 Capitol Mall, Suite 613, Sacramento, CA 95814

**Issue Date:** July 12, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Edith Spencer, 916-327-0698

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-720-4159-XXX, or  
051-720-4155-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

This is a unique opportunity for an individual, with the necessary qualifications, to work in a progressive agency responsible for overseeing the financial health of the State of California. Interested candidates will be introduced to a professional organization designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his/her designee.

The position exists within the Management Audit and Review Services (MARS) bureau of the Executive Office. It will be responsible for assisting in the internal review of line programs and/or responsibilities as established by the State Controller's Office. With the general direction of the Chief, MARS Bureau, the incumbent will participate in internal audit functions to ensure sufficiency of controls. In addition, this position will provide an independent evaluation, on an ongoing basis, concerning the 21<sup>st</sup> Century Project implementation and the achievement of its objectives and proper controls as installation of the new system begins. Then too, this position may be used for special assignments such as an active committee member, or function in a lead capacity resulting from findings identified as a result of a review. Specific duties will include, but will not be limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Provide technical assistance and consultation to meet customer needs and support the achievement of the desired outcomes;
- Recommend procedures to prevent and detect fraud;
- Recommend improvements in the system applications;
- Recommend improvements to publications/online forms;
- Recommend/develop special management information system reports to detect fraud or errors;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Ensure compliance with the laws and regulations governing storage and transmission of personnel data;
- Evaluate and monitor on an ongoing basis the use of SAP within the SCO's processes;
- Evaluate and monitor the implemented internal control features and functions of the various SAP business processes;
- Monitor the data conversion process;
- Ensure that the data conversion was complete and accurate;
- Recommend training for users;
- Provide technical consultative service for management reports;
- Prepare written and oral reports;
- Travel to and from office locations.

**Desirable Qualifications:**

- A Certified Internal Auditor, Certified Fraud Examiner, and/or Certified Information Systems Auditor;
- Excellent interpersonal skills to deal effectively with sensitive issues having a high level of conflict or to negotiate resolution of divergent opinions to support the State Controller's fulfillment of his responsibilities;
- Experience working as a lead auditor;
- Ability to easily adapt to change and act effectively under pressures;
- Ability and willingness to accept new responsibilities and accept personal responsibility for the development of the knowledge and skills to succeed;
- Possess basic knowledge and experience in automated systems;
- Basic understanding for identifying and recommending alternatives to mitigate potential fraud risks in business operations and IT security;
- Understanding and knowledge of SAP;
- Ability to create and sustain cooperative working relationships;
- Experience working independently and being self-initiating;
- Current and valid driver's license.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**  
**HUMAN RESOURCES**  
 300 Capitol Mall, Suite 613  
 Sacramento, CA 95814

Attn: Denise Cruz